

**CITY OF LONG BEACH**  
**APPROVER and MANAGER PURCHASING CARD AGREEMENT**

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1. I agree to and shall comply with the terms and conditions of this Agreement and with the procedures and guidelines of the City relating to approval of Purchasing Card transactions.
2. I understand that the City of Long Beach Purchasing Card Program is intended to facilitate the purchase and payment of materials required for the conduct of business by the City of Long Beach.
3. I understand that as a City employee I am freely and voluntarily entering into this agreement. I further understand that it is not a condition of employment with the City of Long Beach.
4. I understand and agree that the City of Long Beach will audit the use of the Purchasing Card as and when it deems it advisable to do so.
5. I understand that I am required under the ethical standards of the City of Long Beach to be absolutely honest in handling City funds and property.
6. **As the approver, I agree to and shall review transactions within seven days of the post date. At the close of the billing cycle (normally the 4<sup>th</sup> of the month), I shall review transactions within three days of the billing cycle close date.** I shall verify the receipts/transaction log of the cardholder against the web-based statement and change status from 'not reviewed' to either 'accepted' or 'disputed'. Any necessary changes to the charge point shall be made at the time the transaction is accepted.
7. **As the manager, I agree to and shall review and validate all transactions on the Statement of Account within five days of the billing cycle close date. This review and validation will be evidenced by my signature and date on the Statement.**
8. I understand that all charges will be billed to and paid directly by the City of Long Beach. I understand that Bank One cannot accept payment from the cardholder directly. I will immediately notify the Purchasing Card Administrator of any personal charges made against a cardholder's Purchasing Card since personal charges will be considered a misuse of City funds.

My signature below indicates that I have read and understand the terms and conditions of this Agreement, and further, that I shall adhere to the guidelines established for the program contained in the City of Long Beach's Purchasing Card Program User's Guide.

Dept: \_\_\_\_\_ Bureau/Section: \_\_\_\_\_

Approver Signature: \_\_\_\_\_

Approver Name (Printed): \_\_\_\_\_ Dated: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Manager Name (Printed): \_\_\_\_\_ Dated: \_\_\_\_\_

Dept Head (or designee) Signature: \_\_\_\_\_

Dept Head (or designee) (Printed): \_\_\_\_\_ Dated: \_\_\_\_\_